



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 28603 - OGC Unpaid Student Intern - GS-9

Salary Range: \$0.00

Vacancy Open Period: 09/21/2017 - 10/20/2017

Position Type: Unpaid Student Internship

Who May Apply: External Candidates

Division: OGC/ODIR

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: N/A

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- Law students interested in a public service career in public policy and administrative law. The Office of General Counsel (OGC) in the Office of the Director of National Intelligence (ODNI) is seeking highly qualified JD (1Ls or 2Ls) or LLM students for the 2018 Fall **UNPAID** internship program.

Who May Apply

- Current law students

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission

The Office of General Counsel (OGC) of the Office of the Director of National Intelligence (ODNI) provides legal advice and counsel to the Director of National Intelligence (DNI) and other ODNI officials on a wide range of legal issues to include intelligence and national security law; procurement and acquisition law; personnel law; government ethics,



budget, and fiscal law; general administrative law; legislative support; government information practices (Freedom of Information Act/Privacy Act); and intellectual property law.

Major Duties and Responsibilities (MDRs)

- Seeks up to two highly qualified 2Ls, 3Ls or LLM students for its 2018 fall internship program.
- Interns will take on a variety of duties, which include:
 - Assisting attorneys in providing oral and written advice to senior officials and counselors in the ODNI.
 - Preparing memorandums on policy and legal issues facing the IC.
 - Making presentations to OGC and ODNI leadership on legal topics.
 - Working with other agencies on national security litigation, policy, and related topics.
 - Supporting ODNI components to ensure compliance with relevant statutes and regulations.
 - Revising and vetting regulations and internal policy directives.
 - Assisting the OGC in the administration of the agency and the wider IC.
- The position will expose interns to numerous areas of law and related policies, including: national security law, intelligence law, procurement and acquisition law, personnel law, government ethics, budget and fiscal law, administrative law, legislative support, government informational practices under the Freedom of Information Act and the Privacy Act, and intellectual property law.
- OGC works to provide practical, accurate and timely legal guidance and counsel to ODNI, to safeguard the legal rights of American citizens, and to ensure that all employees and contractors assigned to ODNI comply with U.S. law and any applicable regulations and directives. OGC's mission also includes supporting ODNI in carrying out the statutory responsibility of that office to ensure that IC elements that are part of the National Intelligence Program comply with the Constitution and laws of the United States. To this end, OGC works closely with legal officers across the IC to coordinate the development of legal mechanisms to facilitate the implementation of ODNI policies within the larger constitutional, statutory and regulatory framework that bounds IC activities.

Mandatory and Educational Requirements

- PROGRAM REQUIREMENTS:
 - To be eligible for a fall internship at ODNI OGC, applicants must be U.S. Citizens who—at the time of the application—hold an active TS/SCI security clearance based on a Single Scope Background Investigation (SSBI) that was completed within the past five years. Applicants who have successfully passed at least a counterintelligence polygraph are preferred.
 - Additionally, applicants must:
 - Be currently enrolled at least half-time in an accredited academic institution as a J.D. or L.L.M. level student.



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- Possess, at the time of application, a cumulative Grade Point Average (GPA) of at least 3.0 on a 4.0 scale or equivalent.
- Have approval from the academic institution to participate in the student internship program, and to work a minimum of 30 hours per week.
- Have requested and be eligible to receive academic credit from the academic institution for his or her student internship work experience.
- Agree to the necessary safeguarding and nondisclosure of sensitive information.
- Agree to follow ODNI procedures for entry and out-processing.
- Possess an interest in a public service career.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- At the time of the application, hold an active Top Secret/Sensitive Compartmented Information (TS/SCI) clearance based on a Single Scope Background Investigation (SSBI) that was completed within the past five years. Although not required, it is preferred that applicants have passed a counterintelligence (CI) polygraph prior to selection. If the student does not have a current CI polygraph, one must be successfully completed before the internship can begin.
- Be currently enrolled at least half-time in an academic institution as a JD or LLM level student.
- At the time of application, possess a cumulative Grade Point Average (GPA) of 3.0 on a 4.0 scale or equivalent.
- Have approval from the academic institution to participate in the student internship program.
- Have requested and be eligible to receive academic credit from the academic institution for his or her student internship work experience.
- Agree to the necessary safeguarding and nondisclosure of sensitive information.

A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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d. UNOFFICIAL LAW SCHOOL TRANSCRIPT

WHERE TO SUBMIT: Applications should be sent to Recruitment_TeamB@dni.gov. All attachments should be in Microsoft Word or Adobe PDF format.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3811.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**